

# **EXECUTIVE SECRETARIAT** **ROUTING SLIP**

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA	✓			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/EEO				
14	D/Pers				
15	D/OLL				
16	C/PAO				
17	SA/IA				
18	AO/DCI				
19	C/IPD/OIS				
20					
21					
22					
SUSPENSE		Date			

Remarks

Executive Secretary

2/24/84

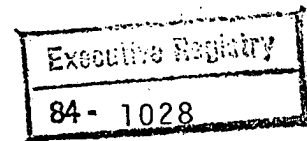
Date

3637 (10-81)

STAT



16 FEB 1984



## HEADS OF AGENCIES

At the present time, the Office of Federal Records Centers is in the preliminary stages of planning a review of the Federal Records Center (FRC) operations in order to comply with OMB Circular No. A-76. As you know, that Circular requires each agency or department to identify commercial activities performed by the agency and also sets forth the procedures for determining whether those activities should be contracted out to private industry or performed in-house using Government personnel and facilities.

Before we begin the complete review, we must have your comments concerning the effect a conversion to contract performance by private industry would have on the Government agency-Federal records center relationships. This information will be vital to the process of establishing requirements which potential contractors must meet.

We would like your response to address the two issues given below. Comments on other areas of concern to your agency would also be appreciated.

Limitation by law. Some agencies may have legal restrictions limiting access to their records included as part of their enabling legislation or amendments thereto. If this is the case in your agency, would contractor operation of the records centers preclude storage of some of your records? Would there be any special requirements on contractor personnel, e.g., security clearances or signature of nondisclosure agreements?

Agency regulations or policy. Because of agency imposed restrictions, Federal employees of other Government agencies and all non-Government personnel do not have access to the FRC records storage areas without escort by FRC employees. Does your agency have any restrictions on access to your records that would affect a contractor operating the records centers for the Office of Federal Records Centers?

Any changeover to a contract operation will have a significant impact on all agencies using the Federal records centers. In order to assess this impact properly, we need your comments. We would appreciate your response, including any "no comment", by March 15, 1984.

Please let us know if you have any questions on this matter.

ROBERT M. WARNER  
Archivist of the United States



L-278